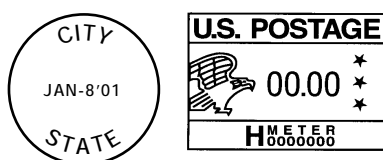
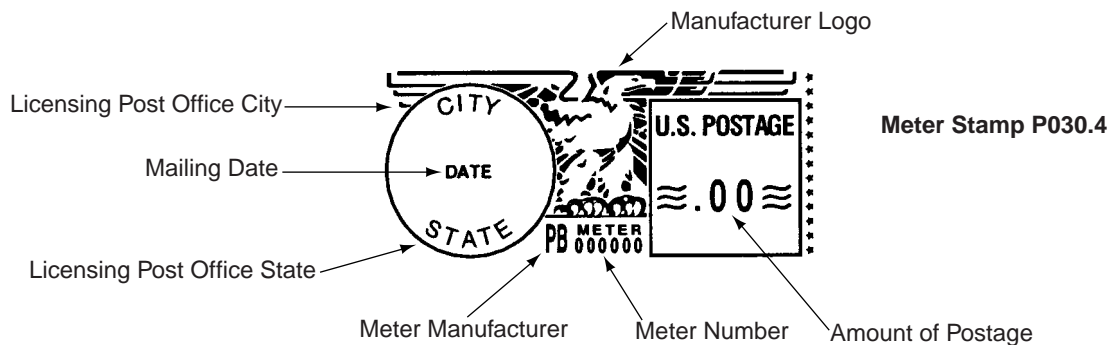


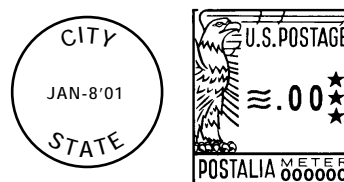
Overview	Postage meters are available only by lease from authorized manufacturers (P030.1). The USPS holds manufacturers responsible for the control, operation, maintenance, and replacement of their meters when necessary. No one other than the manufacturer may possess a postage meter without a valid USPS postage meter license and a rental agreement with the meter manufacturer. A customer may not possess a postage meter before the USPS sets, seals, and checks it into service. Postage may be paid by printing metered postage on any class of mail except Periodicals.
Meter License (P030.2)	A mailer wanting to be licensed to use a postage meter must complete Form 3601-A, <i>Application or Update for a License to Lease and Use Postage Meters</i> (or a manufacturer's equivalent form), and submit it to the post office where the mailer intends to deposit metered mail. A single application covers all meters licensed by the same post office, but a separate application must be submitted to each post office where the mailer wants to deposit metered mail. There is no fee for this application and license. Authorized federal government agencies may also use disaster field office meters (E060.7).
Licensee Responsibilities (P030.2)	<p>After a meter is delivered to a licensee, the meter must be kept in the licensee's custody until returned to the authorized manufacturer or licensing post office. The licensee is prohibited from taking a meter outside the United States, its territories, or its possessions without written permission from the Manager of Metering Technology Management, USPS Headquarters.</p> <p>The licensee must immediately notify the licensing post office and manufacturer's representative of any change in the licensee's name, address, telephone number, or the location of meters.</p> <p>The licensee must report misregistering or otherwise defective meters to the manufacturer. In addition, the licensee must immediately report to the licensing postmaster and the manufacturer the loss or theft of any meter or the recovery of any missing meter.</p>
Amount of Postage	The value of metered postage applied to each piece in a mailing must be either the exact amount due or another amount permitted by standard. If the exact amount is not applied to each piece, documentation meeting the basic standards in P012 and those applicable to the rate claimed must be submitted with the mailing unless excepted by P100, P600 or P700. Refunds for overpayment must meet the standards in P014.
Metered Postage (P030.4)	Metered postage (printed meter stamps) must be legible and not overlap. Fluorescent ink is mandatory for metered postage on letter-size mail. Metered postage must be printed or applied in the upper right corner of the envelope, address label, or tag. USPS-approved tape must be used when meter stamps are printed on tape (P030.4).
Meter Date (P030.4)	Except for prepaid reply postage, the month, day, and year must be shown in the meter stamp on all First-Class Mail and on all certified, COD, insured, registered, special delivery, and special handling mail, whether the stamp is printed on the mailpiece or on a separate tape. The month and year must be shown on meter stamps printed on meter tape for Standard Mail or Package Services pieces (P030.4). The day may be omitted.
Mail Preparation (P030.5)	The mailer must package five or more letter-size pieces with the addresses facing in one direction unless other standards apply because of the postage rate claimed (E130.2).
Deposit (P030.5)	<p>Generally, metered mail must be deposited at locations designated by the postmaster of the licensing post office (i.e., the post office shown in the meter stamp). Exceptions include:</p> <ul style="list-style-type: none"> ■ Single-piece First-Class Mail, Express Mail, or Priority Mail (up to 5 pounds) may be deposited in any street collection box served by the licensing post office. ■ Express Mail may be mailed at an Express Mail acceptance facility under the jurisdiction of another post office if acceptance facilities are not available locally. ■ Drop shipment of metered mail may be used (D072).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

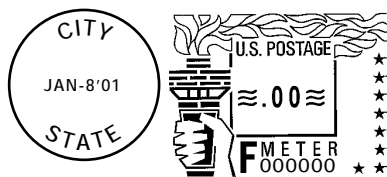
Metered Postage Designs



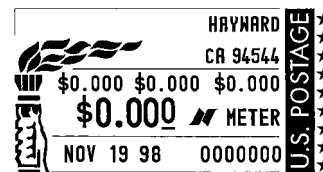
Ascom Hasler



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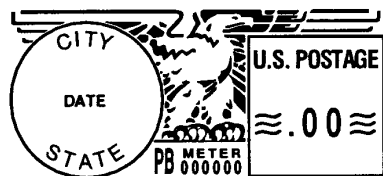
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Neopost

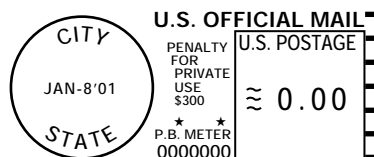


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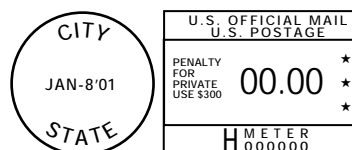


Pitney Bowes

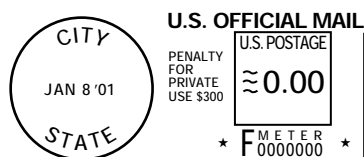
Official Mail Only



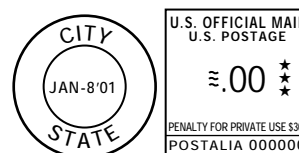
Pitney Bowes



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